

Athletic Assistant

Job Class Code: Part-time

Pay Rate: \$17.00

FLSA: Non-Exempt

Updated: 8/16

GENERAL STATEMENT OF DUTIES Assists Athletic Supervisor in managing recreation and sports programming, leagues, and classes; does related work as required. This is a part-time position working 15-20 hours per week without benefits.

DISTINGUISHING FEATURES OF THE CLASS: Considerable judgment is required in establishing and handling administrative office work and field work.

EXAMPLES OF WORK: (Illustrative only)

- Provides on-site leadership and customer service for assigned indoor and outdoor athletic programs, leagues, and classes as assigned
- Assists with the day-to-day operations of athletic programming, which includes, but is not limited to; field monitoring, scorekeeping, league updates, and scheduling
- Will be the on-site commissioner of the youth basketball league
- Handle any injuries or medical situations in accordance with the department plan
- Handle any participant conflict or risk management and report incidents in accordance with department plan
- Assist with running volunteer and coaches meetings
- Assist with equipment management, distribution, and inventory
- Enforce department policies and procedures with all participants, volunteers, and coaches
- Other administrative duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: :

- Must be 21 years of age or older
- Working knowledge of sports and sports rules
- Must commit to 15-20 hours per week
- Evening and weekend work required

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of High School Diploma or GED, College coursework in related field desired but not required; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to push, pull, and lift up to 50 pounds; ability to stoop, reach and climb; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Hearing ability: sufficient to hold conversation with other individuals in person and over a telephone and radio.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone and radio.

Freedom from mental disorders which would interfere with performance of duties as described.